

ORDINANCE NO. 2015-03

Amend the Personnel Ordinance to create HR0570, Safety in the Workplace

Executive Summary

It's the goal of Jefferson County to provide a place of employment free from recognized hazards in order to provide the safest possible working conditions for employees and the general public. Safety should be the responsibility of each employee and elected official and should be recognized as part of the culture of each department. In the 2014 budget, the County Board of Supervisors created the position of a full-time Safety Coordinator, shared with Walworth County on a half-time basis. In the last nine months since filling this position, safety audits have been conducted in most departments, safety hazards have been identified and corrected, and safety plans, policies and training programs have started to be developed. To further support and promote the need and value of a safety culture, the Human Resources Committee recommends creating a Safety policy statement for all employees to take ownership in.

WHEREAS, Jefferson County recognizes that safe working conditions and safe practices will protect the County's number one asset, its employees, and

WHEREAS, the Human Resources Committee recommends creating a culture that has each employee being accountable for his or her own safety and the safety of other employees and the general public.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the creation of Section HR0570, Safety in the Workplace.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0570, Safety in the Workplace is created as follows:

HR0570 SAFETY IN THE WORKPLACE

- A. It is the goal of Jefferson County to provide a place of employment free from recognized hazards in order to provide the safest of possible working conditions. Accidents can cause untold suffering and financial loss to our employees and their families and cause an unnecessary drain of tax dollars when used to pay medical expenses and compensation as well as lost time away from work.
- B. All levels of management will be held accountable to maintain a safe and healthy workplace environment for all employees, and to ensure their Department's compliance with all laws, rules and regulations by following and enforcing all safety policies and procedures developed to comply with those laws, rules and regulations.
- C. Every employee will adhere to the policies and procedures for their own safety and that of their co-workers. Employees and Supervisors must also be aware that safety will take precedence over expediency and shortcuts when performing their duties. It is the County's desire and intent that the consideration of safety for both our employees and the general public in the performance of daily assignments bear as high a priority as the decision to commit funds or to complete a task

which must be done. Employees should be aware that every reasonable step will be taken to reduce the potential of an accident or injury related to their employment and they are encouraged to support management in the realization of this goal.

- D. Jefferson County will assure that all employees receive the necessary information, proper training and appropriate tools to perform their job in a safe and healthy manner.
- E. Employees who violate safety policies or procedures or put themselves, a co-worker or a member of the public in harm's way shall be subject to disciplinary action.
- F. Employees shall report any unsafe conditions or actions they observe to their direct Supervisor so that those conditions and actions can be corrected immediately. The County will not discipline or harass any employee who reports a safety violation. Any employee who retaliates against another employee for reporting a safety concern shall be disciplined accordingly.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: No fiscal impact

Adopted by the Jefferson County Board of Supervisors this 12th day of May 2015.

s/Jim Schroeder
Jim Schroeder
Chair

ATTEST:

s/Barbara A. Frank
Barbara A. Frank, County Clerk

Published this 18th day of May 2015.

Ayes: Voice Vote Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Human Resources Committee

05-12-15

Terri M. Palm: 04-17-15

APPROVED: Administrator: BW; Corp. Counsel: JBW; Finance Director: BL